

JOB ANALYSIS
EDITED KSA LISTING

CLASS: STAFF SERVICES MANAGEMENT AUDITOR

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Basic knowledge and application of elementary statistics to perform statistical sampling methods.
K2.	Basic knowledge of organization and management techniques in the public and private sector to obtain a global understanding of the control environment of the audit entity.
K3.	Basic knowledge and applications of electronic data processing (i.e., Word, Excel) to develop work papers and write audit reports and memos.
K4.	Basic knowledge of validating electronic databases to ensure accuracy and integrity of data.
K5.	Basic knowledge of auditing standards used to conduct financial, compliance and operational audits to ensure audits are conducted using the appropriate standards.
	Skill to:
S1.	Learn to conduct financial, compliance and operational audits of California Department of Corrections Rehabilitation (CDCR) programs and its contractors, governmental jurisdictions (i.e., city and county jails), and other entities to determine accountability and compliance with laws, rules and regulations.
S2.	Learn to gather accounting and financial data to be used in conducting investigations.
S3.	Learn and apply interpersonal skills to secure and maintain the respect and cooperation of others.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
S4.	Learn and apply written and oral communication techniques to exchange information and/or provide assistance to staff and others.
S5.	Learn to analyze data to determine reliability, integrity and compliance with policies and procedures.
S6.	Learn to ensure the accuracy of audit findings and make audit recommendations.
	Ability to:
A1	Pay attention to detail and focus on the task at hand to ensure accurate and timely completion of assignments.
A2	Ability to effectively communicate orally and in writing to produce clear and accurate audit reports.
	Special Personal Characteristic:
SPC 1	Willingness to travel and work away from the headquarters office to conduct audits of institutions, CDCR contractors and governmental entities.